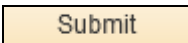





Direct Deposit Change

Step	Action
1.	Click in the User ID field.
2.	Enter your User ID
3.	Press [Tab] .
4.	Enter your Password .
5.	Click the Sign In button. 
6.	Click the Direct Deposit link under the Employee Self Service area of the home page. 
7.	Click the Edit button. 
8.	Enter the new Routing Number and/or the new Account Number
9.	Click the Submit button. 
10.	Enter your Password to continue with this transaction
11.	Click the Continue button. 
12.	Click the OK button. 
13.	In order to add a new partial Direct Deposit, Click on the Add Account button. 
14.	Click in the Routing Number field.
15.	Enter the Routing Number for the new account
16.	Click in the Account Number field.
17.	Enter the Account Number for the new account
18.	Choose the Account Type (Checking or Savings) from the drop down list
19.	Choose the Deposit Type . For Partial Deposits, choose Amount .
20.	Click the Amount list item.
21.	Click in the Amount field.
22.	Enter the desired information into the Amount field.
23.	Click in the Deposit Order Required field.
24.	Enter the desired information into the Deposit Order Required field. Net Direct Deposits are always an order of 999. Your partial direct deposit accounts can be ordered however you like. If this is your first partial direct deposit, then you would most likely give it an order of "1"



Step	Action
25.	Click the Submit button. 
26.	Enter your Password to continue with this transaction
27.	Press [Enter] .
28.	Click the OK button. 
29.	Click the Sign out link.
30.	End of Procedure.